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Approved For Release 2002/08/28 : CIA-RDP84-00780R002100130031-3

*Meeting
Minutes*
22 MAR 1968

MINUTES

DD/S STAFF MEETING *Bj*

19 March 1968 - 1030 Hours

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3. Overseas Personnel Reduction

Mr. Meloon distributed a list of those personnel currently scheduled to be returned to Headquarters. He also noted that some offices have asked for additional positions to accommodate returning personnel. Mr. Bannerman discussed the provisions of a memorandum to be issued by the Executive Director containing guidance for procedures to be followed in handling overseas reductions. The last phase is to review possible reductions in the ten countries having the largest U.S. missions; the reduction target for these missions is still 33%.

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4. Retirement Information Seminars

Mr. Coffey noted that the first information seminar will be held during the week of 25 March with five sessions scheduled. Each prospective retiree has received a packet of pertinent information from the Retirement Counseling and Placement Staff.

5. Agency Performance During Tet Offensive

Mr. Coffey said that this topic had been discussed at the Director's morning meetings and that the Agency had apparently done an excellent job during the offensive. The Vietnam Station has requested help in writing up awards and an officer will go out TDY in response. The Director has asked that components assure that the Agency does not lose the historical input resulting from this period. Mr. Bannerman asked that each Office write up the part played by their personnel and components.

6. Dedication of Sculpture to Mr. Dulles

A small ceremony will be held Thursday, 21 March from 11:30 to 12 noon in the main entrance lobby of the Headquarters building. Attendees from the Support Services will be limited to 55; quotas will be passed to each office.

7. Meeting with Midcareerists

The DD/S commented on his recent meeting with the latest group of midcareerists and noted that all were high in their praise [] and felt that the course had been an excellent experience for each of them. The DD/S suggested that Office Heads or their deputies should meet and chat with their midcareerists, as a means of recognizing their achievements, and assuring the midcareerists that the Office is indeed interested in their potential. Five-year plans should be prepared by each Office; the Midcareer Program is eagerly sought after and it would be disastrous for a participant to feel that there was no real Office interest in his development or future career. The midcareerists noted that the briefing they had received on USIB and relationships within the intelligence community was both interesting and new to them. While it is true that new employees are briefed on these points, there apparently is no place in training programs for older employees to receive similar briefings. The DD/S has directed that such a briefing be cranked into the Support Review Course.

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8. Guidelines for Retiree Honor Awards

Mr. Bannerman expressed a general policy that retirees at the GS-15 or above level should be routinely considered for an honor award. Personnel GS-14 and below should be considered if these came to the particular attention of the Office Heads as possibly deserving such recognition.

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9. Experimental Retirement

Mr. Bannerman referred to the experimental one-year retirement program originally initiated by the Department of Agriculture and said that such a system might be considered by the Office of Personnel. He also desires that the Office of Personnel closely follow the Department of State's proposal for retirement incentives.

10. Around the Table

a.

Two meetings in the past week pointed up the continuing thrust towards centralization of communications in the Federal Government. Mr. Bannerman said that the Office of Communications should start drafting a policy position on this trend so that all Agency personnel may speak on the same party line.

Negotiations have taken a turn for the better.

b. Mr. Wattles:

Over 100 requests to attend the Retirement Seminar have been received (in addition to the invited retirees).

c.

Steps are proceeding to set up
Mr. Bannerman noted that there seems to be a rash of personnel security cases and asked that Office Heads alert the Offices of Security and Personnel to any problems that may arise.

d. Dr. Tietjen:

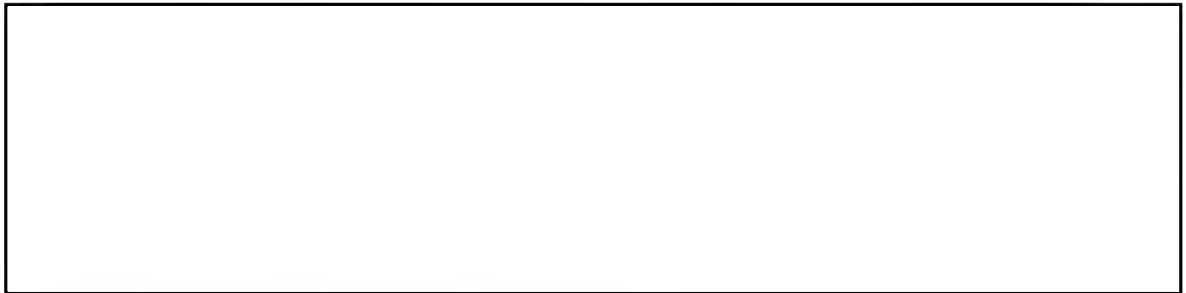
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e. Mr. Richardson:

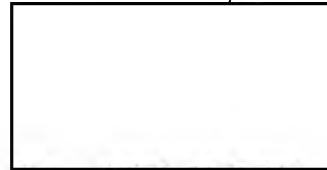
Noted a continued interest in reading improvement courses and plans are being made to meet this demand.

f. Mr. Meloon:



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11. The meeting adjourned at 1150 hours.



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Special Assistant to the
Deputy Director for Support

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DD/S STAFF MEETING

19 March 1968

ACTION ITEMS

1. Adjust Support ^{SERVICES} Review Course to include a briefing on USIB and relationships within the intelligence community.
2. Director of Personnel to consider an experimental retirement program, as originally initiated by the Department of Agriculture. Also to comment on the Department of State's proposal for retirement incentives.
3. Director of Communications to draft a policy position with respect to increased centralization of communications in the Federal Government.